

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3773
FAX (317) 232-8779

MEMORANDUM

TO: Local Government Fiscal Officers

FROM: Dan Jones, Assistant Director, Budget Division *DJ*

DATE: January 28, 2009

SUBJECT: 2009 Budget Calendar

On-time property tax bills are a top priority for the Department of Local Government Finance (the Department).

In order to achieve this objective it is necessary for all who are involved in the tax process to understand and realize that there are sequential deadlines for completing various tasks. Attached are key dates in 2009 for local government officials to keep in mind. The failure to comply with any of these deadlines jeopardizes the possibility for the billing of property taxes on the statutory timeline. This memorandum is an outline of the more critical dates for achieving this objective.

You may contact your local Department field representative with specific questions about the budget calendar or the budget process. You can locate your field representative by visiting "Contact Us" on our web site at www.in.gov/dlgf/2338.htm#BudgetFld or by calling 317-232-3773.

2009/2010 Budget Calendar

Dates may change by action of the 2009 General Assembly. Some dates occurring on a Saturday, Sunday, or Legal Holidays are effective on the next business day.

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| January 1 | Beginning of new calendar budget year. Year-end cash balances and operating results available. |
| January 15 | Assessment date for mobile homes. IC 6-1.1-1-2. |
| January 30 | Units file 2008 Annual Report with State Board of Accounts and report of expenditures to DLGF. IC 5-11-1-4. |
| February 15 | DLGF to certify budgets, rates, and property tax levies. IC 6-1.1-17-16. |
| March 1 | Units report annexations to the DLGF. IC 6-1.1-1-2. Assessment date for all property. IC 6-1.1-1-2; IC 6-1.1-7. Deadline to establish new taxing units. IC 6-1.1-1-2. |
| March | DLGF calculates levy excess using December tax distribution. IC 6-1.1-18.5-17. |
| April 1 | DLGF reviews budget by fund for each school corporation. IC 6-1.1-17-16(j). Deadline for fiscal schools to advertise/adopt. IC 6-1.1-17-5.6. Deadline to create fire protection territory for following year taxes. IC 36-8-19-6. |
| April 25 | Last day for county treasurer to mail property tax statements for taxes due May 10. IC 6-1.1-22-8.1. Deadline for first tax rate advertisement for taxes due May 10. IC 6-1.1-22-4. |
| May 10 | Deadline for spring property tax payments. IC 6-1.1-22-9. |
| May 15 | Last day for library boards to adopt CPF plan. IC 36-12-12-3. |
| June 30 | Spring property tax distribution. IC 6-1.1-27-1. First six (6) months fund balances and operating results available. |

Beginning of following year's 18 month budget cycle.

The DLGF and the Department of Revenue shall jointly calculate the CAGIT or COIT rate that must be imposed in a county to raise income tax revenue in the following year. IC 6-3.5-1.5.

- July 1 Assessors file assessed values with county auditors. IC 6-1.1-3-17(b).
- July 15 Redevelopment commissions report available TIF surplus to county auditor. IC 36-7-14-39.
- July 31 Last day for library fiscal body to reject or approve CPF plan. IC 36-12-12-4.
- DLGF certifies reassessment levies to all counties. IC 6-1.1-4-27.5.
- Last day to adopt ordinance establishing, increasing, or decreasing COIT (IC 6-3.5-6-8(c)), CAGIT (IC 6-3.5-1.1-2(c)), or CEDIT (IC 6-3.5-7-5(d)). rates.
- August 1 Deadline for county auditors to file certificate of net assessed values and estimates of miscellaneous revenues with units and DLGF. IC 6-1.1-17-1.
- Deadline to certify the ensuing year's income tax distribution. IC 6-3.5-1.1-9.
- August 3 Deadline for units to submit to DLGF cumulative fund proposals. IC 6-1.1-17-16.7
- Last day for first publication of proposed tax rate, levy, and budget. Also first notice of public hearing on ensuing year's budget. IC 6-1.1-17-3.
- August 10 Last day for second publication of proposed tax rate, levy, and budget. Also second notice of public hearing on ensuing year's budget. IC 6-1.1-17-3.
- September 15 Last day for units to submit proposed budgets, rates, and levies to county councils for non-binding review and recommendation (fifteen (15) days before last day to adopt). IC 6-1.1-17-3.5.
- September 16 Last day for units with appointed boards to submit budgets to fiscal body for adoption (fourteen (14) days before last day for fiscal body to adopt their budgets). IC 6-1.1-17-20.
- September 19 Last day for units to file excessive levy appeals for annexation/consolidation/extension of services (IC 6-1.1-18.5-13(1)), 3

year growth factor exceeding 1.02% of statewide growth factor (IC 6-1.1-18.5-13(3)), emergency levy appeal (IC 6-1.1-18.5-13(13)), and correction of error with DLGF (IC 6-1.1-18.5-14). IC 6-1.1-18.5-12.

- September 20 Last day for ensuing year's budget public hearing. IC 6-1.1-17-5.
Deadline for units to submit TIR worksheets to DLGF. IC 6-1.1-21.2.
Deadline for libraries to submit CPF Plans for approval. IC 36-12-12-4.
Last day for schools to adopt their Capital Projects Plan and Bus Replacement Plan. IC 20-46-6-8; IC 20-46-5-6.
- September 27 Last day to file objecting petitions to budget, rates, or levies with local units. IC 6-1.1-17-5(b).
- September 30 Deadline for units to adopt budgets, rates, and levies. IC 6-1.1-17.5.
Deadline for cities and counties to adopt salary ordinance for following year. IC 36-4-7-3.
- October 1 Effective date for new LOITs imposed before July 31. IC 6-3.5-1.1-2; IC 6-3.5-6-8; IC 6-3.5-7-5.
- October 3 Units file adopted budgets with county auditor and Tax Adjustment Board. IC 6-1.1-17-5.
- October 30 Auditor advertises Tax Adjustment Board approved property tax rates. IC 6-1.1-17-12.
- November 10 Fall property tax payments due. IC 6-1.1-22-9.
- December 15 Last day for DLGF to accept additional appropriation requests from units. IC 6-1.1-18-5.
- December 31 Fall property tax distribution. IC 6-1.1-27-1.
End of business for calendar/budget year.
Deadline for units to file shortfall excess levy appeals with DLGF. IC 6-1.1-18.5-16.
Last day to accept applications for deductions and credits. IC 6-1.1-12-44.